

City of Chelsea



Administrative Assistant Treasury/Collections Department Salary: Grade 5 (\$34,875.92/year - \$43,044.97)

Position Summary

Provide complex clerical work with solid understanding of department collection operations sufficient to allow thorough evaluation and decision in actions taken. Performs responsible duties in receipt and processing of payments to the City; record payments and provide receipts; input to various account databases. Perform functions using computers and peripheral equipment; apply basic standards in maintaining the financial records associated with payments. Answer phones. Provide explanations to public, in person and by phone as to basis and amount of financial obligation. May instruct and inform others in collection operations and procedures. Contact with other departments and vendors as required to coordinate efforts of the Collections unit to fully conclude that billing is for services provided. May be required to back up other clerical functions within the department.

Qualifications

Education:

High School graduate with training in business practices. Post-secondary education in business, bookkeeping or related field beneficial.

Experience:

Two years of full time work of similar responsibility and interaction. Post -secondary relevant education can substitute for up to 12 months of the required experience. A combination of relevant education and experience will be considered.

Skills, Knowledge & Abilities:

Maintain familiarity with rules and regulations affecting the functions of this unit. Strong math skills required. Regard for attention to detail. Strong communication skills required in order to effectively explain City collection practices and basis to the general public. Must have good vision for reading system entries and public requests. Must have good hearing due to the volume of contacts by phone and in the office. Must be able to understand the concepts and obligations of various City billings, Waste Regulations and Registry of Motor Vehicle policies. Ability to work with various financial software systems including proficiency in Microsoft Office. Ability to prioritize work and complete tasks timely and accurately. Take initiative in work and perform well in a team environment. Bi-Lingual (English/Spanish) strongly preferred.

Please send cover letter and resume to Human Resources, City of Chelsea, 500 Broadway, Chelsea, MA 02150 or email jobs@chelseama.gov.

The City of Chelsea is an Equal Opportunity Employer